

## **How to Obtain a Letter of Support from DTSC\* for Your U.S. EPA Brownfields Grant Application Under Subtitle A**

California applicants to U.S. EPA for brownfields funding under Subtitle A must submit a letter from a state environmental agency, as part of their Initial Proposal acknowledging that the applicant plans to perform grant activities. This submittal is one of the application's Threshold Criteria; threshold criteria are all pass/fail. If applying for multiple types of grant program activities, the applicant need only submit one letter. This serves to provide instructions on how applicants may obtain a support letter from the Department of Toxic Substances Control (DTSC).

The strongest letters of support will contain detailed information about the project and demonstrate that the DTSC understands the applicant's goals and has confidence in the applicant's abilities. To obtain such a letter from DTSC, the applicant needs to provide the following information:

- Type(s) of grants and dollar amount(s) applied for
- Site(s) name, location, and property owner, including a brief history of each site
- Applicant's relationship to DTSC, if any
- Proposed use of Subtitle A funds
- Community Need/Support
- Leveraging of additional resources
- Expected benefits
- Any special needs (i.e., request for a property specific determination from U.S. EPA)
- Any special considerations (i.e., federally designated Empowerment Zone/Enterprise Community, federally designated Renewal Community)

In order to allow DTSC adequate time to review the information, it should be submitted no later than December 10, 2002 to:

For Sites in the Sacramento (including the Clovis office) Region:

Megan Cambridge  
Northern California – Central Cleanup Operations Branch  
Department of Toxic Substances Control  
8800 Cal Center Drive  
Sacramento, California 95826  
(916) 255-3727  
E-mail [MCambrid@DTSC.CA.GOV](mailto:MCambrid@DTSC.CA.GOV)

For Sites in the Glendale and Cypress Regions:

Tina Diaz  
Southern California Cleanup Operations Branch  
Department of Toxic Substances Control  
1011 N. Grandview Avenue  
Glendale, California 91201  
(818) 551-2862  
E-mail [MDiaz2@DTSC.CA.GOV](mailto:MDiaz2@DTSC.CA.GOV)

For Sites in the Berkeley Region:

Lynn Nakashima  
Northern California – Coastal Cleanup Operations Branch  
Department of Toxic Substances Control  
700 Heinz Avenue, Suite 200  
Berkeley, California 94710  
(510) 540-3839  
E-mail [Lnakashi@DTSC.CA.GOV](mailto:Lnakashi@DTSC.CA.GOV)

\* This information is only for obtaining a letter of support from DTSC. If you would like a letter from another state environmental agency, please contact them directly for instructions.

**Reminder:** The requested information must be postmarked or sent via registered or tracked mail to DTSC by December 10, 2002 (it may also be sent concurrently by e-mail to the contacts above).